



## Editing Holiday Premium Pay for an Unscheduled Absence

### Viewing Timecards with Holiday Premium Pay & Unscheduled Absences

1. Access the Pay Period Close Genie for the desired pay period.
2. Select the hyperfind "Empls with HP1 and Unsch Leave".

*Employees that meet the following conditions will display -*

- *Worked on the observed holiday, and*
- *Reported an unscheduled absence during the pay period.*

3. Select all employees that display on the list and click the Timecard Launch button to view each timecard.
4. View each timecard to determine if an unscheduled absence preceded or followed the holiday worked.
5. Perform a Pay Code Move to reduce the holiday premium pay if an unscheduled absence was reported on the day immediately prior to or after the holiday.

### Performing the Pay Code Move

1. From the timecard, click on the hours worked that display on the holiday.
2. In the Totals & Schedule tab, change the view from "All" to "Daily".

Account	Pay Code	Amount	Wages
...0/47202611A/-/-	HP1 - Holiday Premium Pay at 1.5	8.0	323.26
...0/47202611A/-/-	Regular	8.0	215.50

3. In the Totals and Schedule tab, click on the holiday premium pay - **HP1 - Holiday Premium Pay at 1.5**.

Account	Pay Code	Amount	Wages
...0/47202611A/-/-	HP1 - Holiday Premium Pay at 1.5	8.0	323.26
...0/47202611A/-/-	Regular	8.0	215.50

4. Right click on the holiday premium pay. A Move box will display. Click on Move.

Account	Pay Code	Amount	Wages
...0/47202611A/-/-	HP1 - Holiday Premium Pay at 1.5	8.0	323.26
...0/47202611A/-/-	Regular	8.0	215.50

5. The Move Amount dialog box will display.

Move Amount

From:

Pay Code: HP1 - Holiday Premium Pay ...

Amount (HH,hh): 8.0

Transfer: ;42/4230-03/001000/47202611A/-/-

To:

\* Pay Code: HP1 - Not Paid - Unsch...

\* Amount (HH,hh): 8.0

\* Effective Date: 2/16/2009

Transfer:

Comments...

OK Cancel Help



## Editing Holiday Premium Pay for an Unscheduled Absence Continued

### Performing the Pay Code Move (continued from Page 1)

- The **From: Pay Code** box should display *HP1 - Holiday Premium Pay at 1.5*.
- In the **To: Pay Code** box, select *HP1 - Not Paid - Unsch Absence* from the pay code drop down box.
- Enter the hours (HH.hh) to move in the **Amount** field. The amount should be equal to the number of hours of the unscheduled absence, but should not exceed the amount of holiday premium pay.
- Enter the date of the holiday in the **Effective Date** field.
- Click **OK**.
- Click **Save**.
- Verify the change in the **Totals** tab.

Account	Pay Code	Amount	W...
...J001000/47202611A/-/-	Regular	72.0	1,939....
...J001000/47202611A/-/-	Sick Leave - Unscheduled	8.0	215.50
...J001000/47202611A/-/-	HP1 - Not Paid - Unsch Absence	8.0	
...J001000/47202611A/-/-	HP1 - Holiday Premium Pay at 1.5	0.0	

- Verify the Move in the **Move Amounts** Tab.

Effective Date	From Account	From Pay Code	To Pay Code
2/16/2009	...11A/-/-	HP1 - Holiday Premium Pay at 1.5	HP1 - Not Paid - Unsch Absence

### Adding a Comment

A comment should be added to the employee's timecard by the manager when holiday premium pay hours are reduced by an unscheduled absence.

- In the timecard, click on the "Hours Worked" on the holiday.
- Right click on the hours. An **Add Comment** box will display.

Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19
	8.0			
8.0		Add Comment...	8.0	8.0
	0.0			
		8.0		
8.0	8.0	8.0	8.0	8.0

- Click on the **Add Comment** box. A list of available comments will display.
- Select the comment "**Unsched Lv Used - Not Eligible for Hol Prem Pay**".
- Click **OK**.
- Click **Save**.
- Review the comment that displays in the Comments tab below the timecard.

Date	Comment
Mon 2/16	Unsched Lv Used - Not Eligible for Hol Prem Pay